

# DSA – How to apply

## Stage one

### 1. Identify your funding body

SFE – (Student Finance England)

This funding is applicable to:

Students on a course that lasts at least a year.

Seconded NHS students receiving a salary.

Students who have lived in England over three years

NHS – This is applicable to: Those who qualify for an NHS bursary (this includes some social work courses)

**Research Councils** – Those studying on a Research Council studentship should speak to the Disability and Neurodiversity team.

## Stage Two

### 2. Fill out the Application Form

[SFE DSA Slim Form](#) For full time, undergraduates who have for a tuition fee loan or maintenance loan.

[SFE DSA 1 Form](#) For part time students, post graduates, or those not applying for a tuition fee loan or maintenance loan. Please send the completed form and evidence to D&N and we can complete section 5 and send your application to DSA on your behalf.

[NHS DSA Form](#) (Online only) – For NHS funded bursary students.

Click [here](#) for information about eligibility, how to apply, and access to online forms.

## Stage Three

### 3. Booking a needs assessment

You should hear back from your funding body within three weeks. This will confirm if you are eligible for DSA and, if so, let you know that you can go ahead and book a study needs assessment.

You can book a Needs Assessment appointment with West London Assessment Centre.

Telephone Number: +44 (0)1895 266704

Email: [assessmentcentre@brunel.ac.uk](mailto:assessmentcentre@brunel.ac.uk)

Assessments are currently being done on line

Alternatively, you can find a Needs Assessment Centre by clicking [here](#)

At your Needs Assessment, you will discuss support that may benefit you. You will then receive a Needs Assessment Report within 10 working days. This will be sent to your funding body for final approval.

If it is approved you will then receive a DSA 2 Entitlement letter.

## Stage Four

### 4. Entitlement Letter – known as a DSA 2

Make sure you check the letter has all the support agreed at your Needs Assessment.

Arrange any non-medical support with the Disability and Neurodiversity team if they are your named supplier. If not, you will need to contact the named supplier.

Order any equipment – the details of the supplier are in your letter.

Contact Disability and Neurodiversity Services if you need help. Click [here](#) for our email address.